



**Greater Opportunities of The Permian Basin Inc.**  
*Head Start School Readiness Academy*

P.O. Box 3922  
Odessa, Texas 79760  
Office (432) 337-1352  
Fax (432) 333-3373

Substitute Timesheet

Employee: \_\_\_\_\_ Center: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

	DATE	ROOM & TEACHER	IN	OUT	IN	OUT	# HRS
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							

Total Hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Approving Official: \_\_\_\_\_

Date: \_\_\_\_\_

Gross Amount: \_\_\_\_\_